Princeton ERA: Grants vs. Agreements

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Princeton ERA includes Grants and Agreements. These are two different modules within the system. Though the modules may often look and feel very similar, there are a few differences to be aware of when working in the system.

Grants vs. Agreements Differences			
Area	**Difference Summary**	**Grants**	**Agreements**
ID	Different IDs are used.	"FP" IDs are used to identify proposals. Budget IDs begin with "BU" and SF424 IDs begin with "SF424".	Agreement IDs differ based on the agreement type. The ID begins with a code that is indicates or abbreviates the agreement type.
SmartForm	General SmartForm information captured is different.	The Funding Proposal SmartForm focuses on capturing demographic information relating to sponsored research, including sponsor and opportunity information, compliance information and budgetary information.	The Agreement SmartForm focuses on capturing basic information about the agreement purpose, negotiating party, and agreement terms.
SmartForm	Princeton Personnel are added in different spots.	The Funding Proposal SmartForm includes specific spots to add the PI (General Proposal Info 4), additional Princeton project personnel (Personnel 3a), an administrative contact (Personnel 4a), administrative editors (Personnel 4b), and administrative readers (Personnel 4c).	Agreements includes a spot for the PI (Agreement Upload 1) and primary (dept admin) contact (Agreement Upload 2). All other personnel, including agreement and administrative personnel, are added to the Agreement Collaborators field (General Information 6).
SmartForm	External personnel and addresses are captured differently.	External personnel should be added to the Funding Proposal SmartForm – Personnel page 3B for batch visual compliance screening. Addresses for external personnel can be manually entered in specific labeled boxes.	The Agreement SmartForm has a spot for the Contracting Party Contact's name, email, and phone, but for not for their address. All other external personnel names and addresses are stored within documents. Personnel must be screened for visual compliance manually.
SmartForm	Compliance Information is captured differently.	The Funding Proposal SmartForm includes a Compliance Review page which contains compliance (animals, human subjects, biosafety) University Research	Agreements do not have a SmartForm page for compliance related information. The Princeton ERA Agreements Assurance paper form captures this

		Board, Environmental Health and Safety, and export controls questions. This data is reportable.	information. This data is not reportable.
Budgets	Grants includes budgets, while Agreements does not.	A budget is created for each Funding Proposal. Additional budgets can be added, as well as cost share and subaward budgets.	Agreements do not have budgets.
PI Assurances	PI Assurance methods available are different.	Senior/key personnel can complete the electronic Assurance or a paper-based assurance which their grants manager will submit. As of the Aug 2022 upgrade, Lead PIs use the Certify activity to electronically assure in Princeton ERA.	PI Assurances can only be completed using the paper-based method. For subawards, the PI Certification must be signed within the subaward forms.
PI Assurances	Different requirements exist regarding if the Assurance is needed.	Assurances ancillary reviews should be added to every Funding Proposal for all senior/key personnel on the project, except for the Lead PI, who use the Certify activity to electronically assure in Princeton ERA.	Assurances are only required if the agreement is not associated with a funding proposal, or if the compliance information from the FP has changed. For subawards, the PI Certification is required within the subaward forms.
Workspace	Funding Proposals and Agreements have different tabs on the workspace.	Funding Proposal workspace tabs include: Budgets, SF424 Summary, History, Reviewers, Attachments, Financials, Reviewer Notes, Related Projects, Change Log, and Follow-On Submissions (conditionally).	Agreement workspace tabs include: Correspondence, History, Contacts, Snapshots, Related Projects, and Documents.
Workflow	Funding Proposals and Agreements follow different assignment and review processes.	Funding Proposals go through department review, then come to ORPA for review. Proposals are automatically assigned to the ORPA GCA of the PI's home department, which may be different than the GCA for the submitting department. In that scenario, ORPA will reassign the GCA. If there is no assigned specialist for the PI's home dept, the proposal is automatically assigned to the ORPA Assistant Director.	Agreements do not go through departmental approval. Agreements go to an "Unassigned" status and are then assigned and reviewed by ORPA GCAs or the subaward team.

Follow-On Submissions	After a proposal is awarded or agreement is activated, their workflows provide different options.	Awarded Funding Proposals may have revisions or renewals created from them. Not Funded proposals may also have resubmissions created.	Agreements can be updated after they have been activated by creating an amendment.
Dashboard	Grants and Agreements have different dashboards; this is generally not detectable except for by ORPA staff.	ORPA staff have the Central Office Dashboard which features proposal deadlines, assignments, and proposals in process. All other users have a standard dashboard showing their Inbox and My Reviews.	ORPA staff and all other users have a standard dashboard showing their Inbox and My Reviews.
Email Catcher	Different functionality for capturing correspondence is used.	Grants does not use email catcher functionality. Users can ensure correspondence is captured on the workspace by using the Send Email activity and Add Comment activity.	Agreements has email catcher functionality which captures emails related to the agreement and logs them on the Agreement workspace Communication tab. For email catcher to work, the agreement ID must be in the subject line and the agreements@princeton.edu email must be included (cc, bcc, or to).
Activities	Different activities appear on the workspace for users to access.	Funding proposal workspace activities are focused on moving the proposal through workflow, checking compliance information, and reviewing budget information. Activities also help with communication and reviews.	Agreements activities are focused on moving the agreement through workflow and revising the agreement document. Activities also help with communication and reviews.
Activities	Manage Relationships allows for different selections.	A funding proposal can be associated with one or many agreements through the Manage Relationships activity.	An agreement can be associated with another agreement or funding proposal through the Manage Relationships Activity
Activities	The Withdraw and Recall activities provide different functionality.	A department administrator executing the Withdraw Proposal activity on a proposal in the Draft state will terminate the proposal record and it cannot be recovered. It will be in the Not Submitted state. Withdrawing a cost share budget or subaward budget will remove it from the proposal.	Executing the Withdraw activity on an agreement will return it to the Pre-Submission state so the department administrator can edit the record.

		Recalling a proposal will return it to the draft state so the department administrator can edit the record. An ORPA Specialist executing the "Withdraw Submitted or Not Funded Proposal" activity on a proposal in the Pending Sponsor Review state and selecting Withdrawn from Sponsor will move the proposal to the terminal Withdrawn From Sponsor state.	
Ancillary Review	Reviews appear differently on the workspace.	Ancillary Reviews appear on the Reviewers tab.	Ancillary Reviews appear in the center of the workspace.
Ancillary Review	Notifications behave differently.	Ancillary review notifications are automatically sent in all states.	Ancillary review notifications are automatically sent in most states, but not in Pre-Submission state. When an AR is added in the Pre-Submission state, users have the option of selecting to send the notification now, or to wait until the agreement is submitted to ORPA.
Ancillary Review	Subject of email sent to ancillary reviewer is different.	The subject includes the FP number and the words "Ancillary Review Notification".	The subject includes the agreement number and the words "Assigned for Ancillary Review".
Ancillary Review	Submit Ancillary Review screen presents slightly different questions.	Ancillary reviewers must mark that they accept the submission and that the submission is complete.	Ancillary reviews must check off the review they are completing and indicate that they accept the agreement. There is no question regarding if the submission is complete.
Ancillary Review	Criteria for the Submit Ancillary Review activity appearing for a user is slightly different.	The Submit Ancillary Review activity appears when the user has an incomplete ancillary review.	The Submit Ancillary Review activity is always available when the user has an ancillary review, even if it has already been completed.
Ancillary Review	Automatic email notification following ancillary review submission are different.	Notifications are sent to the Assigned Specialist when an ancillary review is submitted.	The Admin Contact and Agreement owner receive a notification when an ancillary review is submitted.
Ancillary Review	Assurances ancillary reviews present different views.	When the Assurances ancillary review is selected in Grants, the person submitting sees the Assurance statement and must select that they agree, or the signed copy is uploaded.	When the Assurances ancillary review is selected in Agreements, the person submitting sees the standard ancillary review submission page.